

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION ☒ UNCLASSIFIED

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0234009	10. Budget Program Number 29115		Agency Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Management Systems Analyst			
3. Division Operations			12. Proposed Class Title			
4. Section Performance Improvement	For Use By Personnel Office	13. Allocation				
5. Unit Data Management		14. Effective Date				
6. Location (address where employee works) City: CHANUTE County: NEOSHO		15. By	Approved			
7. (circle appropriate time) Full time X Perm. X Inter. Part time Temp. 100 % Regular		16. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 PM			17. Audit Date: By: Date: By:			
						Position Number

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

This position is primarily responsible for collecting statistical data, preparing reports utilizing the data for presentation to management, analyzing data for trends and reporting any identified trends to the Performance Improvement (PI) administrator and management.

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Anita Cooper	Performance Improvement Administrator	K0043381

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
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Same as above

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This employee is given a high degree of latitude in completing the work. Instructions are given both verbally and in writing. Guidelines are set out in agency policies and procedures. Employee latitude for independent judgment within the framework of program-specific guidelines and expectations.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
1. 35%	E	<p>Data Collection: This position is viewed as an expert in using available DCF systems to locate data and then manipulate the data into usable format for analyzing program outcomes. Develops databases and spreadsheets that make the collection and manipulation of the data easier for the end user as well in being able to analyze and publish the data.</p> <p>Tasks:</p> <ul style="list-style-type: none"> • Locates and utilizes data from a variety of regional, state, and national resources to complete expectations through electronic and in-person contact to evaluate programs and regional processes. Writes queries, constructs databases and spreadsheets and some data entry. • Answers technical questions for East Region Program Administrators or Leadership regarding methodologies. • Primary programs assigned to the positions are EES, ES, RS and PPS.
2. 40%	E	<p>Analyzes Data and Prepares Reports: Uses the data collected to prepare reports for end users following established protocols. At times will be asked to review and analyze the data. Uses customer satisfaction as a key component in evaluating work products. Uses exceptional communication skills both verbally and in writing to more thoroughly understand and explain work products.</p> <p>Tasks:</p> <ul style="list-style-type: none"> • Uses software and analytical skills to review raw data and summarize results of various projects relating to staff and/or improved delivery of customer services in the counties and region. • Uses statistical analysis and data interpretation to prepare charts, tables, graphs, written summaries, conclusions and recommendations. Prepares reports in the form of formal presentations, documents, and/or electronic media. • Responds to formal requests for data and summary reports in the form of formal presentations, documents, and/or electronic media. • Determines regional trends and offers recommendations that are supported by the data. • Influences and makes recommendations for any needed changes in policies or procedures.

15%	E	<p>Teamwork, collaboration and technical assistance: This position is expected to be a dependable team member, offer assistance to others, and contribute to a positive work environment. Supports and adheres to the Region's Guiding Principles for internal and external customer service.</p> <p>Tasks:</p> <ul style="list-style-type: none"> • Develops and maintains working relationships with East Region Program Administrators, PI Team and other key Regional staff to become knowledgeable of key program data to aid in planning the agency's continued outcomes monitoring and performance improvement. • Meets with Program Administrators to develop good working relationship, review completed work products and offer assistance with data needs. • Accepts assignments to be accomplished each month and sets priorities to effectively complete each project. • Provides technical assistance and training on various software as requested and as time allows.
10%	E	<p><u>Teamwork and Leadership:</u> As a member of the East Region Performance Improvement Team, the incumbent is expected to perform in a leadership role in promoting the goals of the agency. PI staff participate in a variety of work groups including Integrated Service Teams, (IST's), special committees, and projects to continuously give input into the planning of improvement in the services provided by the East Region.</p>

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- (X) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 () Plans, staffs, evaluates, and directs work of employees of a work unit.
 () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
 (X) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
 () Major program failure, major property loss, or serious injury or incapacitation.
 () Loss of life, disruption of operations of a major agency.

Please give examples.

If the data bases are not maintained it could result in eligibility cases being lost in the system, inadvertently deleted, program outcomes being misstated, staffing levels, completion rates, transaction times and wait times (EES days out) being misrepresented. If the data is not correctly collected and distributed it could result in incorrect notices being sent creating hardships for families and financial penalties for the agency.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This position requires contact with agency employee including area administrative, supervisory staff, and line staff in order to ensure accurate determinations are made. This is done on a daily basis...

25. What hazards, risks or discomforts exist on the job or in the work environment?

This worker may have contact with hostile, angry clients who will be verbally abusive to this employee. This worker may experience high stress levels at times. Also may experience hazards related to travel and the use of a motor vehicle.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily use of the following: Computers, telephone systems, automobile, fax machines, copy machines and other general office equipment. Some travel within the East Region could be required. Use of state or personal vehicle will be necessary on an infrequent basis.

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Education or Training - special or professional

Three years of experience in collecting, evaluating, studying or reporting on statistical, economic, fiscal/budget, legislative or administrative data. Education may be substituted for experience as determined relevant by the agency.

Licenses, certificates and registrations

Must maintain a valid driver's license if travel is required.

Special knowledge, skills and abilities

Preferred education or experience that may be used to screen applicants:

Ability to create and use databases and spreadsheets primarily in MS Office. Ability to write and construct descriptive reports or formal recommendations through tracking and trending of data. Familiar with EES systems, BPM reports, PPS FACTS, IV-E and Foster Care data systems. Experience working with Monarch software and ROSCOE is preferred. Experience and knowledge of Sharepoint and maintenance of data bases is preferred.

Experience - length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date